Approved For Release :
CIA-RDP70-00211R000200190009-9

Reports Records Center

RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MONTH: MAY 1958

I. ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY *(Items 2 through 10 in cubic feet)*	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS *(Number)*	57	619	
2. RECORDS ACCESSIONED	289	6,174	34,474
3. RECORDS DISPOSED OF AT CENTER	118	900	2,570
4. RECORDS TRANSFERRED FROM CENTER	2,713	3,810	7,792
5. RECORDS HOLDINGS	24,112		
6. DISTRIBUTION MATERIAL RECEIVED	214	2,510	20,252
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	363	1,415	5,703
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	79	651	3,674
9. DISTRIBUTION MATERIAL HOLDINGS	* 12,088		
10. TOTAL HOLDINGS	36,200		

II. REFERENCE SERVICES

SERVICE *(Number)*	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	1,039	9,202	53,036
12. INFORMATIONAL REQUESTS	228	1,592	4,720
13. INFORMATION REPORTS	120	2,789	
14. INTELLIGENCE REPORTS	4,007	46,446	
15. ADMINISTRATIVE ISSUANCES	303	7,661	
16. TOTAL	5,697	67,690	

III. DISTRIBUTION MATERIALS RECEIVED

MATERIAL *(Number)*	REPORTING PERIOD	FISCAL YEAR TO DATE
17. INTELLIGENCE REPORTS		
A. INITIAL RECEIPT	10,884	121,911
B. RETURNS	4,426	37,232
18. ADMINISTRATIVE ISSUANCES	3,160	23,392
19. TOTAL	18470	182,535

IV. REPRODUCTION SERVICES

PROCESS *(No. of pages)*	REPORTING PERIOD	FISCAL YEAR TO DATE
20. OZALID	503	8,200
21. PHOTOCOPY	111	937
22. DITTO	44	613
23. TOTAL	658	9,750

V. SHELVING UTILIZATION

SPACE *(Cubic feet)*	REPORTING PERIOD
TOTAL CAPACITY	41,220
TILIZED	36,200
MMITTED	4,396
AILABLE	624

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* Includes 1,214 cu. ft. of VM Records - Map Negatives

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